

Eastern ROP 1: ADMINISTRATIVE APPOINTMENTS	Page 1 of 2
<div> <div>Division of Forensic Science</div> <div>Eastern Laboratory's Regional Operating Procedures</div> </div>	Amendment Designator: C
	Effective Date: 12 Aug 2004
<div> <div>1 Administrative Appointments</div> <div> <div>1.1 Purpose</div> <p>This ROP documents the delegation of administrative responsibilities as required by the Division Quality Manual or other Division policies.</p> </div> <div> <div>1.2 Certification of Case Records</div> <div> <div>1.2.1 ¶ 12.7.2 of the Quality Manual requires appointment of a Custodian of Records and alternate custodians.</div> <div>1.2.2 Position number CF231 is appointed Custodian of Records for the Eastern Laboratory, Division of Forensic Science.</div> <div>1.2.3 The Forensic Office Manager and Position Numbers CF427 and WF 085 are appointed Alternate Custodians of Records to act in the absence of the Custodian.</div> </div> <div> <div>1.3 Petty Cash</div> <div> <div>1.3.1 CAPP 20330, Petty Cash, requires the appointment of a custodian of a petty cash fund and an approval authority for payments from the petty cash fund. DFS AOP 8, <i>Approval Authorizations</i>, requires the appointment of a back-up custodian and an auditor (¶ 8.2.1.8.1).</div> <div>1.3.2 CF231 is appointed petty cash Custodian for the Eastern Laboratory.</div> <div>1.3.3 The Forensic Office Manager is appointed alternate petty cash Custodian to act in the absence of the Custodian.</div> <div>1.3.4 CF427 is appointed the petty cash Auditor for receipt and reconciliation of the monthly bank statement.</div> <div>1.3.5 The Laboratory Director is the approval authority for reviewing and approving payments from the petty cash fund.</div> </div> <div> <div>1.4 Facility/Security Coordination</div> <p>The Laboratory Director is responsible for laboratory facility actions and security. David A. Barron, Ph. D. and John G. Ward, Sr. are appointed to act in the absence of the Laboratory Director.</p> </div> <div> <div>1.5 Purchasing</div> <div> <div>1.5.1 The Forensic Office Manager is the purchasing specialist for the Eastern Laboratory.</div> <div>1.5.2 All signed receiving reports and other receiving documents for goods and/or services purchased (other than AMEX) will be forwarded to the Forensic Office Manager for processing and forwarding to the DCJS Finance Center the same day (see AOP 8.2.1.5).</div> </div> <div> <div>1.6 FACTS Coordinator</div> <p>Susan B. Stanitski is appointed the FACTS Coordinator for the Eastern Laboratory.</p> </div> <div> <div>1.7 Safety Personnel</div> <div> <div>1.7.1 ¶3.5 of the DFS Safety Manual requires each laboratory to appoint a Safety Officer. Jerry W. Sellers is appointed Safety Officer and David A. Barron, Ph. D., is appointed Alternate for the Eastern Laboratory.</div> </div> </div> </div> </div> </div></div>	

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1.7.2	¶6.2.1 of the DFS Safety Manual requires that at least one employee be trained in first aid and CPR. The following listed personnel are trained first aid, CPR and AED (automated external defibrillator). These personnel will be available to respond to medical emergencies until EMS personnel arrive.	
	Jerry Sellers Ettiene Pretorius Brenda Christy Linda Adrienne	Anne Pollard Don Cunnius Amy Jo Townley
1.7.3	To summon the first aid team, press <Page> on the telephone and state that the first aid team is needed and in what location.	
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